



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Selena Perkins,
Supervisor of Patient Accounts 2,
Department of Human Services

CSC Docket No. 2016-4647

Administrative Appeal

ISSUED: August 3, 2018 (BS)

Selena Perkins appeals the determination of the Division of Agency Services (Agency Services) which found that she was below the minimum requirements in experience for a prospective promotional examination for the title of Supervisor of Patient Accounts 2, Department of Human Services.

The appellant's experience was reviewed as part of a pre-appointment evaluation to determine if she possessed the necessary qualifications for the subject title. It is noted that the requirements for the subject title are possession of a Bachelor's degree from an accredited college or university plus three years of experience in investigation work involving the collection and/or accounting of funds. Applicants who did not possess the required education could substitute experience as indicated below on a year-for-year basis.

The appellant submitted an application on with she indicated that she possessed a Bachelor's degree and possessed experience as a Principal and Senior Clerk Bookkeeper. Agency Services concluded that the appellant satisfied the educational requirement but did not possess any applicable experience. Agency Services concluded that the none of the appellant's positions involved responsibilities which rose to the level and scope of those required of the subject title. Consequently, Agency Services found the appellant did not satisfy the requirements for the subject title.

On appeal, the appellant argues that she satisfies the subject requirements. She asserts that she has been doing audits since she was a Clerk Bookkeeper and that out-of-title work experience should be accepted as qualifying experience in this case since the requirements did “not specify in-title or out-of-title experience it is just experience [*sic*].” In support of her appeal, the appellant submits a copies of her PARs for Clerk Bookkeeper and Senior Clerk Bookkeeper.

CONCLUSION

Initially, it is noted that applicants must demonstrate on their applications that the duties they perform provide them with the experience required for eligibility. *See In the Matter of Charles Klingberg* (MSB, decided August 28, 2001). *N.J.A.C.* 4A:4-6.3(b) provides that, except for medical or psychological disqualification appeals, the appellant shall have the burden of proof.

The job specification for the title of Supervisor of Patient Accounts 2 indicates that a person in this title, under direction of a Business Manager 2 or other fiscal officer, supervises the billing of clients and other sources for the cost of institutional care, establishes patient accounts; supervises client’s financial affairs; secures benefits and other entitlements; supervises the processing of claims and adjustments to client accounts; does related work as required.

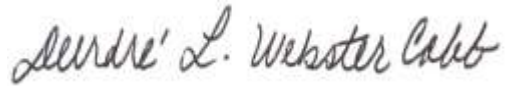
A thorough review of the appellant’s application and appeal submissions indicates that, although she satisfies the educational requirement, she does not possess any in-title experience which rises to the level and scope of that required of the subject title and, therefore, does not meet the experience requirements for the subject title. Any responsibilities in the required areas the appellant may have assumed while serving as a Principal, Senior, and Clerk Bookkeeper would constitute out-of-title work responsibilities which general may not be used as qualifying experience in promotional situations where applicants are required to satisfy open-competitive requirements. *See N.J.A.C.* 4A:2-2.6(c). Accordingly, the Commission finds that the appellant was correctly deemed ineligible for the subject title.

ORDER

Therefore, it is ordered that this appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 1ST DAY OF AUGUST, 2018



Deirdré L. Webster Cobb,
Chairperson, Civil Service Commission

Inquiries
And
Correspondence:

Christopher S. Myers
Director
Division of Appeals
and Regulatory Affairs
Written Record Appeals Unit
Civil Service Commission
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Selena Perkins
Lori Mattozzi
Kelly Glenn